

# Minnesota Department of Commerce Guidance for Completing the Made in Minnesota Solar Incentive Application

A 2016 Reference Guide for Applicants

December 30, 2015

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## What is PowerClerk?

PowerClerk is the industry-leading software platform for renewable energy incentive and feed-in tariff processing. A hosted, web-based application, PowerClerk is used today to process about 70% of the solar PV incentive applications (by volume) in the U.S. It is also used to manage other technologies including solar hot water, wind, and small hydro.

PowerClerk is a tool for entering and collecting data and documents regarding a renewable energy system upon which a ratepayer, installer or other applicant is eligible to seek a rebate or incentive.

“Applicants” (those applying for incentives) submit application reservations, review their application statuses, and submit incentive claims. “Program administrators” (the employees of the Minnesota Department of Commerce) accept and review applications and perform administrative tasks. The details of how applications are submitted in PowerClerk for the Made in Minnesota Solar Incentive Program are outlined below.

## How Do I Access the Made in Minnesota Solar Incentive Program?

The Made in Minnesota Solar Incentive Program in PowerClerk includes its own URL [mncommerce.powerclerk.com](http://mncommerce.powerclerk.com). The webpage found at MNCommerce.powerclerk.com is the entry point for Made in Minnesota Solar Incentive Program application access. An example of the front page is shown in **Fig. 1**.

To access the MiM applications, you must obtain a user name and password from the program administrator. To request a user name and password complete the user [applicant log in request form](#) and email it to the program administrator at [solar.help@state.mn.us](mailto:solar.help@state.mn.us). Please allow two business days to receive your user name and temporary password. After you have logged in with your temporary password you may then change your password to one of your choosing. Self-service password reset is available for all users. If need be, your program administrator can reset your password for you as well.

## Welcome to the Made in Minnesota (MiM) Solar Incentive Program

### Program Update December 31, 2015

The 2016 Made in Minnesota Solar Incentive Program application period will open January 1, 2016 and remain open until 4:30 PM CST on February 28, 2016. All applications must be complete and submitted by that time. Please see the application guidelines for more information.

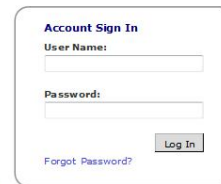
An updated version of the solar suitability application will be available in early 2016. Watch for an announcement on this page and in the Commerce Department's Renewable News E-Newsletter. Once the updated version of the solar application is available, shading reports generated by the application will be accepted as part of the 2016 MiM application. However, for more shaded or complex sites it is recommended to use a solar pathfinder or similar to provide a more current and detailed solar assessment of the site.

### Program Update December 8, 2015

The solar thermal program will close to new applications at 4:30 PM CST on December 31, 2015. Any applications submitted by this deadline will be reviewed on a first come first serve basis. Once the program has been closed any remaining solar thermal funds will be added to the 2016 solar PV funding pool. New solar thermal applications will again be accepted from January 1 - February 28, 2016 and awarded by lottery from the 2016 funding pool of \$250,000 with priority given to customers of Xcel Energy, Ottertail Power and Minnesota Power.

### Program Update November 25, 2015

The Department of Commerce has launched a new website. As a result the Made in Minnesota program links you now have may no longer work. The Made in MN solar incentive program



Account Sign In

User Name:

Password:

[Forgot Password?](#)

**Fig. 1. Program front page**

Please watch the program front page for periodic updates. Program updates are highlighted in blue and dated.

After you've received an email with your log in account information and have logged in to the Made in Minnesota Solar Incentive Program, at <https://mncommerce.powerclerk.com>, you'll be able to submit applications when the program during the open application period. Note that all Made in Minnesota Solar Incentive Program users from a particular company may access all incentive applications from that company via the applications tab.

## How Do I Get Help?

Support to Made in Minnesota Solar Incentive Program applicant, host customers and solar professionals is provided by Minnesota Department of Commerce program administrators. Utilize the program administrator email contact information at [solar.help@state.mn.us](mailto:solar.help@state.mn.us)

## How Do I Submit an Application?

The Department of Commerce recommends that a solar professional complete the application on behalf of a home or business owner due to the application's technical design and paperwork requirements.

The application for Made in Minnesota solar incentives can be found at <https://mncommerce.powerclerk.com> . Once you have logged in you will be able to select which Made in Minnesota Program you would like to apply for. There are three options available in the drop down box at the top of the page: solar PV, community solar gardens, and solar thermal. Follow the instructions in the application and detailed in this document to complete and submit the application. The applications for solar PV are highlighted in the guide but applications for community solar gardens and solar thermal projects use the same application format.

### Application Fee

The Made in Minnesota Solar Incentive Program does not charge an application fee. However, a signed installation agreement is required to be uploaded along with the State of MN Vendor ID to confirm a reservation after a funding award has been made. This is intended to ensure that projects that have applied for incentives are actual projects that are ready to be installed in 2016. The Made in Minnesota program reserves the right to cancel projects that do not submit the required documents by the stated deadline.

### Public Information

**All information submitted to the Minnesota Department of Commerce will be considered public information unless designated “Trade Secret”.** This means that data on who received a MiM incentive, the system size and location is considered public. Trade secret information is generally limited to project costs and installation and financing agreements. Social security numbers and tax identification numbers will not be collected. Personal contact information such as email address and phone numbers will generally not be publically disclosed.

The Minnesota Government Data Practices Act (MGDPA) classifies trade secret information as nonpublic data under Minnesota Statutes section 13.37. As part of the application process, any data designated by the applicant as trade secret information must meet the following definition: "Trade secret information" means government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

To the extent that the applicant is claiming data submitted as part of the application is trade secret information, the applicant must certify that it meets the definition of Minnesota Statutes section 13.37 subdivision 1(b) and must otherwise take reasonable

efforts to maintain its secrecy as part of its business practices. Any trade secret material uploaded as part of the application data that is trade secret information must be clearly marked as "Trade Secret."

If the Department of Commerce receives a request for application data, the Department will disclose information in accordance with the MGDPA.

**If you want information designated as non-public you must have the installation or financing agreements prominently marked "Trade Secret".** Any other material uploaded as part of the application data that is trade secret information must be clearly marked as "Trade Secret". The Department of Commerce reserves the right to disclose information in aggregate to the public and to disclose trade secret information as needed to the host customer's utility.

Once you have a Made in Minnesota Solar Incentive Program PowerClerk account and incentive program access (see [How Do I Get PowerClerk Access?](#)), you may log in to submit new incentive applications from January 1 – February 28th or check on the status of your company's existing applications, if any.

The main incentive application list is shown in **Fig. 2**.

| Application #   | Host Customer           | Site Address          | Installer        | Status           | Status Date |
|---|-------------------------|-----------------------|------------------|------------------|-------------|
| <a href="#">Edit</a> <a href="#">Admin</a> <a href="#">Delete</a> | Shiny Solar             | 123 First street ...  | Shiny Solar      | Incomplete       | 12/17/2013  |
| <a href="#">View</a> <a href="#">Edit</a> <a href="#">Admin</a>   | MIM14-00001 Shiny Solar | 134 first st St. P... | MN Solar Generic | Confirmed Res... | 12/24/2013  |

**Fig. 2.** User's incentive application list

When the Made in Minnesota Solar Incentive Program is accepting new applications, you can begin filling out a new application by selecting from the drop-down box the incentive program you would like to apply for (PV Production Incentive, Solar Thermal Rebate or PV Community Solar Garden Program) and then pressing the "New Application" button. The incentive application form is then displayed as a series of steps to be completed. The form is automatically saved each time one step in the form is completed. Incomplete (unsubmitted) applications are saved and you may return at any point in the future to finish filling out an incomplete application. **Bear in mind that applications must be submitted between January 1st and February 28<sup>th</sup> of each year. The pages described below are meant to be representative. If you have**

questions about a particular application process, please contact the program administrator at [solar.help@state.mn.us](mailto:solar.help@state.mn.us).

### Applicant, Seller, and Installer Page

The first page on the form includes **Applicant, Seller, and Installer selection**, as shown in **Fig. 3**. Select the appropriate companies and contacts in these roles for the application. The available companies and contacts are configured by program administrators from the program applicant log-in information provided by the program applicants. Contact your program administrator if the companies and/or contacts you'd like to include in this application are not located in the drop-down lists.

The screenshot shows the 'Incentive Application' page on the PowerClerk system. The header includes the Minnesota Department of Commerce logo and the PowerClerk logo. A navigation bar at the top lists various sections: Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. Below this, a sub-navigation bar highlights the 'Applicant - Installer' section, with other options like Host Customer, System Owner, Payee, Project Site, Project Components, Paperwork Record, Electronic Signatures, and Submit Application. The main content area is titled 'Incentive Application' and 'Made in Minnesota PV Production Incentive'. It contains a text box with instructions: 'Select the Applicant, Seller, and Installer for this installation. These may be the same or different entities. If your Seller or Installer is not in the lists provided, please have them apply to their program administrator to be added to the list of approved Sellers or Installers. For more information on how to complete the application please review the application guidelines.' Below this, there are three dropdown menus for 'Applicant', 'Seller', and 'Installer', each with 'Shiny Solar' selected. To the right of the 'Seller' and 'Installer' dropdowns, there are checkboxes for 'Show Only Approved Companies/Contacts', both of which are checked. A 'Next' button is located at the bottom of the form. The footer includes the Clean Power Research logo and copyright information for 2015.

**Fig. 3.** Applicant/Seller/Installer page

### Host Customer Page

The next step is the **Host Customer page**, which is shown in **Fig. 4**. On the Host Customer page, fill in information about the Host Customer including name, address, phone number, and email address. The Host Customer is the utility customer with the physical address associated with the meter interconnection for which the solar PV or solar thermal will be installed. Only customers of Investor Owned Utilities (IOU) Xcel Energy, Minnesota Power and Ottertail Power are eligible for the PV solar incentive.

Any resident or business in Minnesota is eligible for the solar thermal rebate, however IOU customers will be given priority.

The Host Customer sector (Customer Classification) is also collected, which is a key factor in determining eligibility and setting inputs for the incentive calculation. Customer classification for the Made in Minnesota Solar Incentive Program is as follows: Residential is classified as a project up to 10 kW that is installed at a home occupied residence. Commercial is classified as a business or community solar gardens entity up to 40 kW in size installed at a commercial for profit business. Tax exempt is a project installed at a public or nonprofit entity up to 40 kW in size.

The screenshot shows the 'Host Customer' page of the PowerClerk application. The page is titled 'Incentive Application' and 'Made in Minnesota PV Production Incentive'. It includes a navigation bar with tabs for Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. The 'Host Customer' tab is selected. The page contains several sections for data entry: 'Host Customer Information' with radio buttons for Residential, Commercial, and Tax-Exempt; 'Company Name (if applicable)' with a text field; 'Contact Person' fields for First Name, Last Name, and Title; 'Mailing Address' fields for Line 1, Line 2, City, State, and Zip; 'Phone Numbers' with a table for existing numbers and a form for adding new ones; and 'Email Address' with a text field. The page also features a 'Back' and 'Next' button at the bottom.

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Welcome Kim.havey@state.mn.us! | Logout

Applications Companies Communications Reports Admin Dashboard My Settings

Applicant - Installer Host Customer System Owner Payee Project Site Project Components Paperwork Record Electronic Signatures Submit Application

**Incentive Application**  
*Made in Minnesota PV Production Incentive*

The host customer is the Minnesota electric customer who lives at or owns the location where the solar thermal system will be installed and whose electric service will be associated with the installation. Only customers of Minnesota investor owned utilities (IOU) Xcel Energy, MN Power, and Ottertail Power are eligible for the solar PV incentive.

Prefill with: Applicant

**Host Customer Information**

Customer Classification:  
☒ Residential ☐ Commercial ☐ Tax-Exempt

Company Name (if applicable)  
Shiny Solar

Contact Person First Name \*  
Mary

Contact Person Last Name \*  
Jones

Contact Person Title

**Mailing Address**

Line 1 \*  
Line 2

City \* State Zip \*

MN MN

**Phone Numbers**

| Phone Number   | Type     | Primary |
|----------------|----------|---------|
| (321) 321-3213 | Business | Primary |

Add a phone number \*

ext. Business Fax Primary Add Phone #

**Email Address**

Email Address \*  
kim.havey@state.mn.us

Back Next

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**Fig. 4.** Host Customer page



## System Owner Page

The **System Owner page** is shown in **Fig. 5**. System Owner means the person or organization who owns the system that is being installed at the host customer's location. You can indicate if the Host Customer is also the System Owner, or if the System Owner is some other entity. If the System Owner is some other entity, relevant System Owner information is entered here. If the System Owner is not the same as the host customer and the project is financed by the system owner or payee, then a host customer financing agreement will need to be uploaded along with the notice of completion once the project is installed.

The screenshot displays the 'System Owner' page within the PowerClerk application. The page is titled 'Incentive Application' and 'Made in Minnesota PV Production Incentive'. It features a navigation bar with tabs for 'Applications', 'Companies', 'Communications', 'Reports', 'Admin', 'Dashboard', and 'My Settings'. Below this, a secondary navigation bar includes 'Applicant - Installer', 'Host Customer', 'System Owner' (the active tab), 'Payee', 'Project Site', 'Project Components', 'Paperwork Record', 'Electronic Signatures', and 'Submit Application'. The main content area contains a form for entering system owner information. A yellow box at the top of the form states: 'Enter the information for the owner of the system below. If the System Owner is the same as the Host Customer, choose Host Customer from the "System Owner is..." drop down box.' The form includes a dropdown menu for 'System Owner is...' with 'Other Party' selected. Below this, a 'Prefill with:' section shows 'Applicant'. The form is divided into several sections: 'System Owner Information' with fields for 'Company Name (if applicable)', 'Contact Person First Name', 'Contact Person Last Name', and 'Contact Person Title'; 'Mailing Address' with fields for 'Line 1', 'Line 2', 'City', 'State' (a dropdown menu showing 'MN'), and 'Zip'; 'Phone Numbers' with a table for listing phone numbers and a section to 'Add a phone number' with fields for 'ext.', 'Business' (a dropdown menu), 'Primary' (a checkbox), and an 'Add Phone #' button; and 'Email Address' with a field for 'Email Address'. At the bottom of the form are 'Back' and 'Next' buttons. The footer of the page includes the 'Clean Power Research' logo and copyright information: '© 2015 Clean Power Research'.

**Fig. 5.** System Owner page

## The Payee Page

The project Payee page, shown in **Fig. 6** below, is where you designate who will be receiving the annual production incentive. The Payee means the individual or organization who will receive the incentive payment. The Payee generally is the Host Customer, but the Made in Minnesota program does allow for third parties to receive payment with the approval of the system owner. If the Payee is not the Host Customer, a [Notice of Assignment](#) must be completed and uploaded with the notice of completion.

The Payee must apply for, receive, and submit a Minnesota Vendor ID number in order for payment to be made to the Payee. The vendor ID can be obtained by going to <http://supplier.swift.state.mn.us>. For complete instructions please visit the Made in Minnesota Solar webpage at [www.mn.gov/made-in-minnesota](http://www.mn.gov/made-in-minnesota) and look for Vendor ID instructions in the project installers/developers section.

The vendor ID can be submitted at the time of application but it is not required. Once you have been awarded funding, a vendor ID is required to be submitted in order to confirm your funding reservation.

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Applications Companies Communications Reports Admin Dashboard My Settings

Applicant - Installer Host Customer System Owner **Payee** Project Site Project Components Paperwork Record Electronic Signatures Submit Application

### Incentive Application

*Made in Minnesota PV Production Incentive*

Enter the information for the payee who will receive the annual MM incentive payment for this installation. Please submit the FULL Minnesota state vendor ID number including the number after the underscore. The vendor ID should look like this: 0000123456\_001. If the payee is the same as the Host Customer or System Owner, you can choose that from the drop down box and the information will auto populate.

If your project is awarded funding the payee will need to apply for and submit a State of Minnesota [Vendor ID number](#). The Vendor ID is not required at the time of application but it will be required along with a signed installation agreement to confirm your funding reservation.

Payee is... Other Party

Prefill with: [Applicant](#) [Installer](#)

**Payee Information**

Company Name (if applicable)

Contact Person First Name \*

Contact Person Last Name \*

Contact Person Title

**Mailing Address**

Line 1 \*

Line 2

City \* State Zip \*

MN

**Phone Numbers**

There are no phone numbers in the list.

| Phone Number         | Type          | Primary                                     |
|----------------------|---------------|---|
| Add a phone number * |               |   |
|                      | ext. Business | <input checked="" type="checkbox"/> Primary |

Add Phone #

**Email Address**

Email Address \*

State of MN Vendor ID:

Back Next

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**Fig 6. Payee Page**

## Project Site Page

The **Project Site page** is shown in **Fig. 7**. This page is where you enter the physical location of the proposed PV or solar thermal system. It is generally the same as the host customer address, but it can be entered as another location. Only one application can be submitted for each location. The location must be separate building or property with its owned distinct address, meter number and premise number if applicable. Additional information including utility company, customer account, meter number, premise number, federal tax credit, and system mounting information is also collected here.

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Applications Companies Communications Reports Admin Dashboard My Settings

Applicant - Installer Host Customer System Owner Payee **Project Site** Project Components Paperwork Record Electronic Signatures Submit Application

### Incentive Application

*Made in Minnesota PV Production Incentive*

Please enter the address for the project site where the solar PV system will be installed. This site must be a residence that is occupied or a property on which is located a business, government or nonprofit. Enter the utility electric service account number, meter and premise number the system will be associated with as listed on the utility bill. The host customer must be listed on the utility bill associated with this project site address. Xcel Energy is the only Minnesota Investor Owned Utility (IOU) to have a premise number. If your utility does not issue a premise number fill in four zeros (0000) in the premise number box. If the site has more than one service account number, be careful to choose only the electric service meter and account number associated with the proposed PV system.

Set same as: Other Site

**Physical Address**

Line 1 \*

Line 2

City \* State Zip \*

City: MN Zip:

Utility Company \* Typical Annual Usage kWh

| Customer Account Number * | Meter Number(s) * |
|---------------------------|-------------------|
|                           |                   |
|                           |                   |

Premise Number: \*

Building Type: \* Select...

Purchase Type: \* Select...

Federal Tax Credit: \*

Purchase of an Electric Vehicle (EV): \* Select...

System Mounting: \* Select...

If System Mounting 'Other', please describe:

[Back](#) [Next](#)

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**Fig. 7. Project Site page**

## Project Components Page

The **Project Components** page is shown in **Fig. 8**. This page is where you specify the PV system, including inverters and PV modules. Inverter and PV module options are drawn from the California Energy Commission (CEC) solar equipment lists, which can be accessed at <http://www.gosolarcalifornia.org/equipment/>. Only CEC-listed equipment as it appears on the public CEC website is included in PowerClerk, and as such cannot be overridden.

To be eligible for the Made in Minnesota incentive, the modules must be certified by the Minnesota Department of Commerce. A list of certified solar modules and solar collectors is listed on the [consumers](#) and [industry](#) pages of the Made in MN Solar Incentive Program website. Custom, unlisted, freeform or generic equipment cannot be entered into PowerClerk. Clean Power Research automatically scans the CEC equipment website, and any changes to the CEC site are automatically reflected in

PowerClerk, usually in less than a business day. Please contact the Commerce program administrator if a specific device is not available for selection in PowerClerk. **Any device not found in PowerClerk will need to be added to the CEC equipment list by the manufacturer.**

**If the modules being installed are not on the CEC list but they are certified as Made in Minnesota, please send a request to [solar.help@state.mn.us](mailto:solar.help@state.mn.us) with the manufacturer name, module number and name plate capacity for instructions on how to proceed. Please allow up to two business days for a response.**

### Step One

Click “Add inverters” and click on the drop box to select the manufacturer of the inverters. Select the type and number of inverters. Then **click “Save”** when complete.

### Step Two

Click “Add PV Modules” and click on the drop box to select the manufacturer of the modules. Then enter the number of modules, whether the system will be a single or dual axis tracker, the azimuth, tilt and shading for the array and then **click “Save”** when complete.

It’s important to enter the monthly shading profile information if there is more than 10% shading on the location of the solar installation. You can enter the shading information from a Solar Pathfinder, SunEye, Solmetric or similar device. This is entered based on the percentage of sunshine reaching the site on average each month. To enter these numbers click on the shading drop down box and click monthly shading. If there is less than 10% or no shading of the site you can leave the shading drop down box at minimal shading. You may also use the University of MN/Commerce [solar suitability app](#), once the updated version has been released. The updated solar app is expected to be launched in January 2016. Watch for the announcement on the front page of the PowerClerk application.

### Step Three

Enter the system costs on the Project Components page. The costs should reflect the wholesale cost to the installer of the PV modules, inverters and the actual costs of labor, permits and other costs. Other costs would include the profit margin and overhead of the installer. Do not include the cost of financing in the total or in other costs.


1. PV Modules
2. Inverters
3. Labor
4. Permitting Costs
5. Other Costs
6. Total Costs


These six line items were established by Made in Minnesota Solar Incentive Program. **If you want this information designated as not for public, you must have this information in the uploaded installation agreement and the installation agreement must be prominently marked “Trade Secret”.**

A PV simulation is then performed using Clean Power Research's SolarAnywhere® simulation technology and NREL TYM3 insolation data to calculate estimated annual production. A similar simulation is then performed on an optimal system (with a reference tilt and azimuth, and optionally a reference location) to calculate the design factor.

### What is the Design Factor?

The **design factor** is the estimated annual production of the proposed system divided by the estimated annual production of an optimal system with the same equipment. The optimal system's characteristics are determined by the program administrator. After the design factor is estimated, an incentive calculation is performed.





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Applications
Companies
Communications
Reports
Admin
Dashboard
My Settings

Applicant - Installer
Host Customer
System Owner
Payee
Project Site
Project Components
Paperwork Record
Electronic Signatures
Submit Application

## Incentive Application

Made in Minnesota PV Production Incentive

First, click on add inverter and select the type and number of inverters. Click save.

Second, click on add PV modules and select the type and number of PV modules. Enter the azimuth, tilt and shading. Click save. For a complete list of certified Minnesota modules, see the [MIN website](#). If your module is not listed in the drop down box or the estimated incentive equals zero, contact the module manufacturer or supplier to confirm it is a certified Made in Minnesota module.

Third, enter the total system cost broken down by the five categories listed. The "module" and "inverter" cost should be the wholesale price. "Permitting" and "labor" costs should be the actual costs to the installer and "all other costs" should be all additional costs including margin and profit. The total cost should equal the system's selling price to the customer.

System Rating 0.000 kW DC / 0.000 kW CEC-AC

Add PV Modules
Add Inverter
Calculate System

Done

Component Description

No records to display.

New Inverter: Model, Quantity, and Cost Selection

Manufacturer
Select Manufacturer

Equipment Notes:

Total Cost \$24,000.00 / \$0.00 per CEC-AC Watt before incentive / \$0.00 per CEC-AC Watt after incentive

System Costs

|                    |                     |
|--------------------|---------------------|
| PV Modules:        | \$ 10,000.00        |
| Inverter(s):       | \$ 4,000.00         |
| Permitting Fees:   | \$ 500.00           |
| Labor:             | \$ 8,000.00         |
| All Other Costs:   | \$ 1,500.00         |
| <b>Total Cost:</b> | <b>\$ 24,000.00</b> |

Estimated Production 0 kWh
Design Factor: 0.000%

Estimated Production: 0 kWh/yr
Design Factor: 0.000 %


Incentive \$0.00
2015 Class
Hide Details

Save Cancel




Estimated 10 Year Incentive \$ 0.00

System must have a non-zero system size to receive an incentive.

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**Fig. 8.** Project Components page

Made in Minnesota Solar Application Guide

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## Paperwork Record Page

An example of the **Paperwork Record page**, shown in **Fig. 9**, lists the supporting documents for this application. You can attach appropriate supporting documents electronically via your web browser. To sign and upload an application form, click *generate*, print, have all parties sign the document, scan and save it as a pdf on your computer's hard drive, then click *attach* to download the application to PowerClerk. Uploaded documents must be in PDF format, and 5MB or smaller.

You may also choose to have the application electronically signed. To electronically sign the documents, click e-sign and follow the instructions.

The Made in Minnesota Solar Incentive Program accepts paper documents. Applicants can assert on this page that you are mailing specific documents to the program administrator by clicking on the box to the left of the document description. If you choose to mail in the documents, they must be postmarked by February 28<sup>th</sup> or the application will not be accepted.

Mail Documents to the following address

Kim W. Havey  
MN Department of Commerce  
Made in MN Solar Incentive Program  
85 7<sup>th</sup> Place East, Suite 500  
St. Paul, MN 55101

**If you want any uploaded information designated as non-public, you must have this information in the uploaded installation agreement and the installation agreement must be prominently marked “Trade Secret”.** Any other material uploaded as part of the application data that is trade secret information must be clearly marked as “Trade Secret”. All information from the application will be considered public except those documents that are marked and qualify as “Trade Secret”. Project locations, system size, production, amount of funding and photos of projects are all examples of items that will be considered to be public information.

A certification of tax exempt status must be uploaded if the applicant is applying for a nonprofit incentive. Projects that applied for a nonprofit incentive but do not upload a certification of tax exempt status will not be entered into the lottery. In lieu of a certificate, a letter drafted on the tax exempt organization's letterhead and signed by the Chief Executive or Financial Officer will be accepted.



The screenshot shows the Minnesota Department of Commerce PowerClerk application interface. The header includes the Minnesota Department of Commerce logo and the PowerClerk logo. The user is logged in as Kim.havey@state.mn.us. The navigation bar includes links for Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. The main navigation bar includes links for Applicant - Installer, Host Customer, System Owner, Payee, Project Site, Project Components, Paperwork Record (active), Electronic Signatures, and Submit Application.

### Incentive Application

Made in Minnesota PV Production Incentive

Please review the list of documents below and submit those that are required for your application. To submit a document electronically, please click the link marked "Attach" next to the item you wish to upload. In order for an item to upload successfully, you must select the document you wish to upload using the "Browse" or "Choose File" button. Then, click the button marked "Attach"; the name of the file that was uploaded will appear next to the item if successful. **Please Note: Only PDF files 5MB or smaller may be uploaded.**

If you are mailing any required documents, they must be postmarked by February 28th or your application will not be considered complete and therefore ineligible for the current year production incentive. An example of the required documentation can be found in the [application guidelines](#).

The following documentation is required based on the information you provided

|   |  |
|---|--|
| <input type="checkbox"/> Signed Application Form      | <a href="#">E-Sign   Generate and Attach</a> |
| <input type="checkbox"/> Shading Profile              | <a href="#">Attach</a>                       |
| <input type="checkbox"/> Site Plan                    | <a href="#">Attach</a>                       |
| <input type="checkbox"/> "Before" Photo (PDF)         | <a href="#">Attach</a>                       |
| <input type="checkbox"/> Copy of Monthly Utility Bill | <a href="#">Attach</a>                       |

The following documentation may be required

|   |                        |
|---|------------------------|
| <input type="checkbox"/> Certification of Tax Exempt Status, if Applying for the Tax Exempt Production Incentive Amount | <a href="#">Attach</a> |
|---|------------------------|

Back Next

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**Fig. 9.** Paperwork Record page

Documents may either be required (all the time, for all applications) or possibly required (when the document may or may not be required, depending upon the application).

The documents which are always required:

- signed application form
- shading profile
- site plan
- before photo
- complete monthly utility bill.

The document that may be required if claiming the tax exempt incentive amount:

- A letter of determination of tax exempt status from the IRS or letter signed by the organization's CEO or CFO on the organization's letterhead stating the organization is a non-profit.

## Shading Profile

It's important to enter the monthly shading profile information if there is more than 10% shading on the location of the solar installation. You can utilize the shading information from a Solar Pathfinder, SunEye, Solmetric or similar device. You may also use the University of MN/Commerce [solar suitability app](#), once the updated version has been

released. The updated solar app is expected to be launched in January 2016. Watch for the announcement on the front page of the PowerClerk application.

The application requires that a shade analysis report along with your application for the Made in Minnesota Incentive Program.

If a shading profile is not feasible due to safety and weather constraints, please use the solar suitability application report. If a shading profile is not submitted enter a note explaining why a shading profile was not available in the equipment notes section of the project components page. The shading profile will need to be submitted prior to administrative approval of the notice of completion.

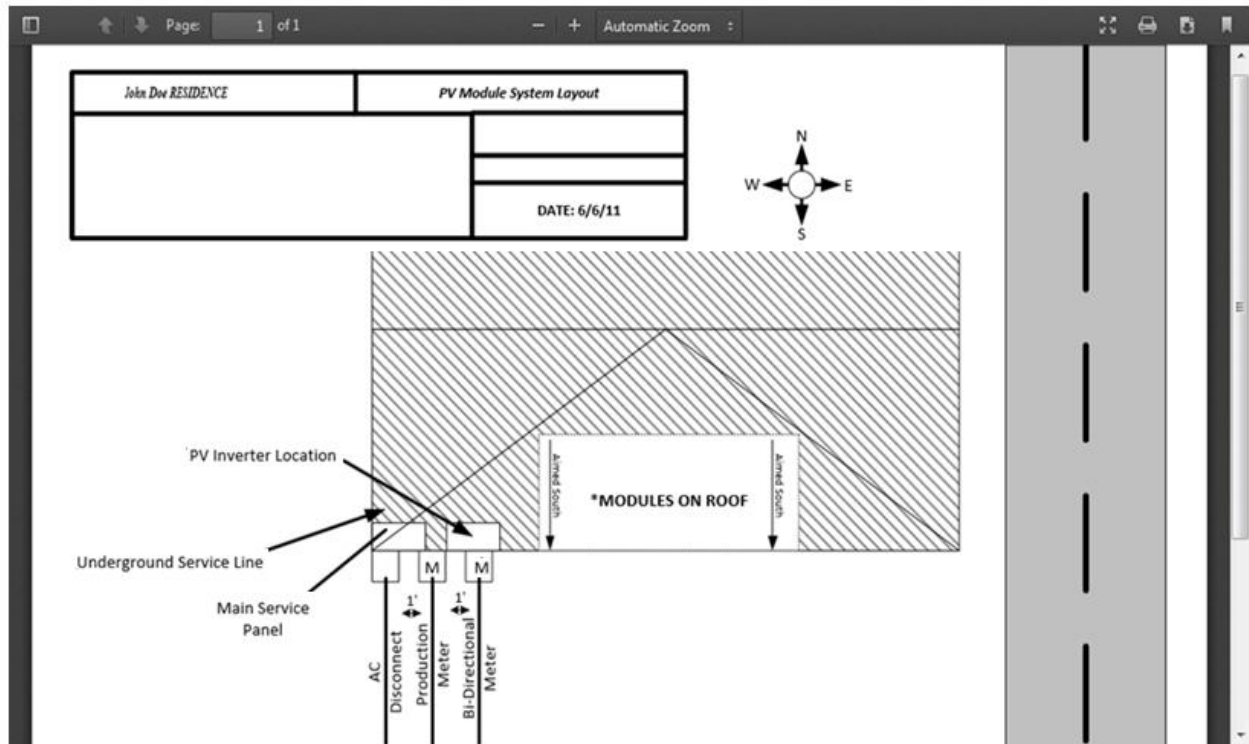
## Site Plan

Site Plan Requirements and example, shown in Fig. 10

- Customer name and installation address
- Installer name and contact information
- Label location of solar modules or collectors
- Label buildings on site & roads adjacent to site, may use Google PIC of site.
- Label main service, disconnects, meter locations.
- List nautical direction and date.

## Before Photo

The before photo must be an actual photo of the site prior to the solar modules or collectors being installed. The photo must be in a pdf format to be uploaded.



**Fig. 10 – Site Plan Example**

Required documents must be available at the time of application submission; PowerClerk will not allow you to submit the application unless there is an attachment or indication of physical submission for all required documents.

### [E-Signatures for 2016 applications](#)

You may also use a new service to E-Sign the application form, see **Fig. 12**. There is no cost to the customer or applicant to use this service. To utilize this service, click *E-Sign* on the paperwork records page and upload the remaining required documents, then click *next* at the bottom of the page. You will then go to the **Electronic Signatures page**, shown in **Fig. 11**. Following the instructions you will need to first preview the application form to ensure it is accurate. Then click the box to confirm that you have reviewed the application and click *Request Signatures*. An email will be sent to each required signatory on the application. Applicants will be able to see when the signatories have e-signed the document and if necessary send another request if a signatory did not respond to the first email. Once all required signatures have been obtained, PowerClerk will automatically upload the signed application form.

You will not be able to use the E-sign service if any of the signing parties does not have a valid email address.

The screenshot shows the 'Electronic Signatures' page in the PowerClerk system. The header includes the Minnesota Department of Commerce logo and the PowerClerk logo. A navigation bar at the top lists various menu items: Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. Below this, a secondary navigation bar highlights the 'Electronic Signatures' section, with other options like 'Applicant - Installer', 'Host Customer', 'System Owner', 'Payee', 'Project Site', 'Project Components', 'Paperwork Record', and 'Submit Application'. The main content area is titled 'Incentive Application' and 'Made in Minnesota PV Production Incentive'. A yellow warning box states: 'Each document to be electronically signed must be previewed before its signature request can be sent out. The preview may take a few seconds to open. Please note that in order to preview the document the popup blocker for your browser must be set to allow popups from powerclerk.com.' Below this, a section titled 'E-Signature Requests Pending' contains an 'Application Form (PV)' with a 'Preview Needed' status and a 'Preview' button. The form lists the following details:   
Installer: Shiny Solar (Mary Jones), kim.havey@state.mn.us   
Payee: Metro Finance (Jack Smith), solar.help@state.mn.us   
Applicant: Shiny Solar (Mary Jones), kim.havey@state.mn.us   
System Owner: Solar for Everyone (John Bell), solar.help@state.mn.us   
Host Customer: Shiny Solar (Mary Jones), mary@cleanpower.com   
At the bottom of this section, there is a checkbox labeled 'I have reviewed the documents above and they are ready to be sent for E-Signature.' and a 'Request Signatures' button. Navigation buttons for 'Back' and 'Next' are located at the bottom of the form area. The footer of the page features the 'Clean Power Research' logo and copyright information: '© 2014 Clean Power Research' along with social media icons for LinkedIn, Twitter, and RSS.

**Fig. 11 – Electronic Signatures Page**

| <b>Made in Minnesota PV Production Incentive Application</b> |   |
|--|---|
| Program Administrator  | Minnesota Department of Commerce Division of Energy Resources |
| Application Number   |   |
| Preparation Date   | 12/30/2014  |
| <b>HOST CUSTOMER</b>   |   |
| Company Name   | Shiny Solar   |
| Contact Person Name  | Mary Jones  |
| Mailing Address  | 123 First street NE   |
| City, State, Zip   | Duluth, MN 55801  |
| Email  | mary@cleanpower.com   |
| Business Phone   | (321) 321-3213  |
| <b>SYSTEM OWNER</b>  |   |
| Company Name   | Solar for Everyone  |
| Contact Person Name  | John Bell   |
| Mailing Address  | 5500 Fremont  |
| City, State, Zip   | Minneapolis, MN 55419   |
| Email  | solar.help@state.mn.us  |
| Business Phone   | (651) 539-1761  |
| <b>PAYEE</b>   |   |
| Company Name   | Metro Finance   |
| Contact Person Name  | Jack Smith  |
| Business Phone   |   |
| Mailing Address  | 1515 10th Street South  |
| City, State, Zip   | St. Paul, MN 55101  |
| Email  | solar.help@state.mn.us  |
| <b>APPLICANT</b>   |   |
| Company Name   | Shiny Solar   |
| Contact Person Name  | Mary Jones  |
| Mailing Address  |   |
| City, State, Zip   | .   |
| Email  | kim.havey@state.mn.us   |
| <b>SELLER</b>  |   |
| Company Name   | Shiny Solar   |
| Contact Person Name  | Mary Jones  |
| Mailing Address  |   |
| City, State, Zip   | .   |
| Email  | kim.havey@state.mn.us   |
| Business Phone   | (321) 321-3213  |
| <b>INSTALLER</b>   |   |
| Company Name   | Shiny Solar   |
| Contact Person Name  | Mary Jones  |
| Mailing Address  |   |
| City, State, Zip   | .   |
| Email  | kim.havey@state.mn.us   |
| Business Phone   | (321) 321-3213  |

| PROJECT SITE INFORMATION |                     |              |        |
|--------------------------|---------------------|--------------|--------|
| Project Site             |                     |              |        |
| Site Address             | 123 First street NE |              |        |
| City, State, Zip         | Duluth, MN 55801    |              |        |
| Electric Utility Service |                     |              |        |
| Customer Account Number  | 123456              | Meter Number | 123456 |

| EQUIPMENT INFORMATION   |              |
|---|--------------|
| <b>System Summary</b>   |              |
| System Nameplate (DC) Rating: 2.750 kW<br>System CEC-AC Rating: 2.384 kW<br>System CSI-AC Rating: 2.381 kW<br>Design Factor: 99.881%<br>Inverter: 8 Silicon Energy 5.3 kW (Model SiE 5300 (240V))<br>Module Array: 10 Silicon Energy 275W (Model SiE-V-275) Tilt: 35 Azimuth: 180<br>Monthly Shading Factor: 100% |              |
| <b>System Nameplate Rating</b>  |              |
|   | 2.75 kW-DC   |
| <b>CEC-AC System Rating</b>   |              |
|   | 2.384 kW-AC  |
| <b>Energy Production</b>  |              |
| Estimated Annual Energy Production  | 3,474 kWh/yr |

| PROJECT INCENTIVE CALCULATION      |  |  |
|------------------------------------|--|--|
| Incentive Rate                     | \$0.34 per kWh   |  |
| Design Factor                      | 99.881%  |  |
| Incentive Type                     | 10-year PBI Incentive  |  |
| Incentive Details                  | 2014 Incentive Rate for PV module 'Silicon Energy 275W (Model SiE-V-275)', Residential system: \$0.34/kWh<br>Estimated Annual Incentive Amount: Incentive Rate x Estimated Annual Production<br>\$0.34 x 3,474 kWh = \$1,181.16/yr<br>Estimated Total Incentive Amount: Estimated Annual Incentive x 10 years<br>\$1,181.16 x 10 years = \$11,811.60 |  |
| Estimated 10 Year Incentive        | \$11,811.60  |  |
| Total System Cost before Incentive | \$17,350.00  |  |

**Please Note:** The estimated energy production and incentive payments on this application summary page are estimates only. Please refer to the energy estimates from your solar professional or module manufacturer for expected energy production for your actual product installed at your installation location. The MIM incentive will be paid based on the actual amount of energy produced from your system.

Pursuant to Minnesota Statute 216C.414, subd. 5, all renewable energy credits associated with the energy provided to the utility for which the applicant is receiving an incentive payment under the Made in Minnesota program belong to the utility. Once the system owner ceases receiving MiM incentive payments under this program (after 10 years), all renewable energy credits belong to the system owner.



| SIGNATURES   |                    |
|--|--------------------|
| I declare under penalty of perjury that the foregoing is true and correct.   |                    |
| In addition, I certify under penalty of perjury that installation and financing agreements as well as system costs including modules, inverters, labor, permits and other costs submitted as part of this application meet the definition of "Trade Secret Information" under Minnesota Statutes section 13.37 subdivision 1(b). |                    |
| <b>Host Customer</b>   |                    |
| Name   | Mary Jones         |
| Company  | Shiny Solar        |
| Signature  |                    |
| Date   |                    |
| <b>Applicant</b>   |                    |
| Name   | Mary Jones         |
| Company  | Shiny Solar        |
| Signature  |                    |
| Date   |                    |
| <b>Installer</b>   |                    |
| Name   | Mary Jones         |
| Company  | Shiny Solar        |
| Signature  |                    |
| Date   |                    |
| <b>System Owner</b>  |                    |
| Name   | John Bell          |
| Company  | Solar for Everyone |
| Signature  |                    |
| Date   |                    |
| <b>Payee</b>   |                    |
| Name   | Jack Smith         |
| Company  | Metro Finance      |
| Signature  |                    |
| Date   |                    |

**Fig. 12.** Application

## Submit Application Page

The final step of the initial application submission is the **Submit Application page**, shown in **Fig. 13**. This page contains a *Submit* button that you can press to commit and submit the application when completed. If any required information has not been completed, the Submit button is disabled and information about the missing required information is displayed on this page.

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Applicant - Installer Host Customer System Owner Payee Project Site Project Components Paperwork Record Electronic Signatures **Submit Application**

Incentive Application  
Made in Minnesota PV Production Incentive

The following sections must be completed before the application can proceed:

- **Payee** : Payee contact information must include a phone number.
- **Paperwork Record** : This application is missing the following required paperwork:
  - Shading Profile
  - Site Plan
  - "Before" Photo (PDF)
  - Copy of Monthly Utility Bill
- **Electronic Signatures** : At least one document marked for electronic signature has not been sent. Please review the Electronic Signatures tab to see the current status of each document.

Back Submit Incentive Application

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**Fig. 13.** Submit Application page

### **The Made in Minnesota (MiM) Solar Incentive Program is a Three-Step Process: (1) Application, (2) Confirmation of Funding Reservation, and (3) Notice of Completion.**

The MiM programs follow a three-step process. In this three-step process, an initial submission "reserves" an incentive (this is often called a "Reservation Request"). Customers will then need to confirm the funding reservation by submitting a MN Vendor ID number and a signed by the installer and customer installation agreement. The third step is a submission of a signed Notice of Completion and required paperwork documents after the system has been installed and is producing power.



## Timeline for the Approval and Installation Process

**January 1 – February 28** – Applications are submitted via the MNcommerce.powerclerk.com

**March 1 – 30** – Administrators review all applications for completeness

**April 1-15** – All complete applications are entered into a lottery and given a lottery ranking. The full amount of funding is allocated to each project by lottery ranking. Funded projects will receive a funding reservation email letter with instructions on how to confirm their funding reservation. Projects not funded will receive a wait list letter.

**June 1** – All funding reservations must be confirmed by submitting an executed installation agreement and a MN Vendor ID. Funding that is not confirmed will be awarded to projects on the lottery wait list.

**April – December** – Projects are to be installed

**October 31**– Deadline to request an extension to complete the project if it will not be able to be completed in 2016

**December 31** – Deadline to have all Notice of Completion Paperwork submitted or risk losing the incentive.

Installation agreements should include all the items listed below.

- Customer name, address, and contact information
- Installer name, address and contact information
- Project electrician's name, address, contact information and MN electrical license number
- Utility Premise Number
- Description of the project including , kW capacity, type and quantity of panels, inverters
- total installation cost
- Any contingencies
- Estimated project completion schedule
- Signed and dated by installer and customer
- Marked "Trade Secret" if applicable

## Notice of Completion

Once a project has been completed, the production meter has been installed, and the system is producing power, then applicants will need to complete a final step to set up the 10 year incentive payment.

## Project Components Page

The first page of the Notice of Completion Claim form is the **Project Components** page, shown in **Fig. 14**. This is very similar to the Project Components page from the original submission and allows you to submit the *as-built* system. It is prefilled with existing information, so if the as-built is identical to the proposed system, you don't need to change anything on this page. **If anything about the system has changed since submitting the application, the application must be edited and the modification must be accurately reflected in the projects components summary. If anything is modified, the system performance and incentive amount are recalculated.**

Next check that the actual system costs are updated to reflect the as-installed cost. **These system costs must match the final invoice that will be uploaded on the paperwork record.**

Finally, review the **State of MN Vendor ID** to ensure that it is the correct vendor ID for the designated payee. An incorrect vendor ID will delay payment of the incentive.

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Paperwork Record

Electronic Signatures

Submit Notice of Completion

Notice of Completion

Made in Minnesota PV Production Incentive (MIM14-00001)

Ensure that the inverter and number of certified Made in Minnesota Solar PV modules reflects the as-built array.

In order to receive a payment through the MIM program, the payee must apply for and receive a free State of MN Vendor ID. If you already have this Vendor ID, input it below; if not, go to [www.mmb.state.mn.us/vendorresources](http://www.mmb.state.mn.us/vendorresources). The Vendor ID is required before the application can be submitted in this Notice of Completion step.

System Rating 2,750 kW DC / 2,384 kW CEC-AC

[Add PV Modules](#)
[Add Inverter](#)

Done

Component Description

1 Inverter(s) - Silicon Energy 5.3 kW (Model SE 5300 (240V))

X

10 PV Module(s) - Silicon Energy, 275W (Model SE-V-275)

Equipment Notes:

Total Cost \$17,350.00 / \$7.28 per CEC-AC Watt before incentive / \$2.49 per CEC-AC Watt after incentive

Save Cancel

System Costs

PV Modules: \$ 6,250.00

Inverter(s): \$ 2,500.00

Permitting Fees: \$ 600.00

Labor: \$ 4,000.00

All Other Costs: \$ 4,000.00

Total Cost: \$ 17,350.00

Estimated Production 3,357 kWh

Design Factor 99.900%

Estimated Production: 3357 kWh/yr

Design Factor: 99.900 %

Incentive \$11,413.80

Save Cancel

2014 Class

Hide Details

Estimated 10 Year Incentive \$ 11,413.80

2014 Incentive Rate for PV module 'Silicon Energy 275W (Model SE-V-275)', Residential system: \$0.34/kWh  
Estimated Annual Incentive Amount: Incentive Rate x Estimated Annual Production  
\$0.34 x 3,357 kWh = \$1,141.38/yr  
Estimated Total Incentive Amount: Estimated Annual Incentive x 10 years  
\$1,141.38 x 10 years = \$11,413.80

State of MN Vendor ID: 12345678

Next

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**Fig. 14. Project Components**

## Paperwork Record

The next step in the incentive claim process is the **Paperwork Records page**, shown in **Fig. 15**. The signed customer installation agreement will already have been uploaded. If it has changed, select remove and then upload the final agreement. The Notice of Completion can be e-signed in the same way as the application. See page 18 of these

*Made in Minnesota Solar Application Guide*

Page 26

guidelines for instructions. You may also generate, print out, sign, and scan as a pdf and upload this document or mail the signed Notice of Completion and documents to the Department of Commerce address listed on page 15 of these guidelines.

#### Required Documents:

- signed customer installation agreement if not submitted earlier
- utility interconnection agreement
- signed notice of completion form
- photo of the completed project
- final invoice marked paid will also need to be uploaded. The invoice must match the system costs listed on the project components page.

The paperwork functionality is the same as the original submission: documents are either always required, or possibly required. Required documents must be attached or indicated before online submission will be allowed.

The documents the may be required if financing the system:

- A host customer financing agreement is required to be uploaded unless the host customer is funding the installation through their own company or personal line of credit or cash.
- A Notice of Assignment (NOA) is required if the payee is not the same person or entity as the host customer.

In general, a NOA and financing agreement will be required whenever the host customer is receiving financing from the installer, developer, or seller of the PV installation, or a third-party solar financing entity.

A copy of the Notice of Assignment can be found in the [step two of the industry web page](#) section of the Made in MN Solar Incentive Program website or can be completed and signed using e-signatures from the e-signature page when completing the notice of completion.

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Project Components **Paperwork Record** Electronic Signatures Submit Notice of Completion

### Notice of Completion

*Made in Minnesota PV Production Incentive (MIM14-00001)*

Please review the list of documents below and submit those that are required for your application. To submit a document electronically, please click the link marked "Add Attachment" next to the item you wish to upload. In order for an item to upload successfully, you must select the document you wish to upload using the "Browse" or "Choose File" button. Then, click the button marked "Attach"; the name of the file that was uploaded will appear next to the item if successful.

A host customer financing agreement is required to be uploaded unless the host customer is funding the installation through a company or personal line of credit or cash.

A Notice of Assignment (NOA) and uploaded Financing agreement is required whenever the host customer is receiving financing from the installer, developer, or seller of the PV installation, or a third party solar financing entity. In general, a NOA and Financing agreement will be required for any system in which the host customer does not pay cash for the full price for the system at the time the system is installed. A NOA is also required if the payee is not the system owner. A copy of the Notice of Assignment can be found in the [Project Developers and Installers](#) section of the Made in MN Solar Incentive Program website.

**Please Note: Only PDF files 5MB or smaller may be uploaded.**

An example of required documentation can be found at [www.mn.gov/commerce/energy/images/PowerClerk-MIM-Solar-PV-application-guidelines.pdf](http://www.mn.gov/commerce/energy/images/PowerClerk-MIM-Solar-PV-application-guidelines.pdf).

---

**The following documentation is required based on the information you provided**

|  |  |
|--|--|
| <input type="checkbox"/> Signed Customer Installation Agreement  | <a href="#">Attach</a>   |
| <input type="checkbox"/> Signed Notice of Completion Form  | <a href="#">E-Sign</a>   <a href="#">Generate</a> and <a href="#">Attach</a> |
| <input type="checkbox"/> Signed Utility Interconnection Agreement  | <a href="#">Attach</a>   |
| <input type="checkbox"/> Photo of Completed Project (PDF)  | <a href="#">Attach</a>   |
| <input type="checkbox"/> Final Invoice (marked paid with cost breakdown of modules, inverters, labor, permits, all other costs, total) | <a href="#">Attach</a>   |

---

**The following documentation may be required**

|  |  |
|--|--|
| <input type="checkbox"/> Host Customer Financing Agreement | <a href="#">Attach</a>   |
| <input type="checkbox"/> Notice of Assignment (NOA)        | <a href="#">E-Sign</a>   <a href="#">Generate</a> and <a href="#">Attach</a> |

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**Fig. 15. Paperwork Records page**

## Electronic Signatures

You may use a new service to E-Sign the Notice of Completion form and the Notice of Assignment. There is no cost to the customer or applicant to use this service. To utilize this service, click *E-Sign* on the paperwork records page and upload the remaining required documents, then click *next* at the bottom of the page. You will then go to the Electronic Signatures page, shown in **Fig. 16**. Following the instructions, you will need to first preview the notice of completion form as shown in Fig. 16 to ensure it is accurate. Then click the box to confirm that you have reviewed the application and click *Request Signatures*. An email will be sent to each required signatory on the application. Applicants will be able to see when the signatories have e-signed the document and if necessary send another request if a signatory did not respond to the first email. Once all required signatures have been obtained, PowerClerk will automatically upload the signed application form.

You will not be able to use the E-sign service if any of the signing parties does not have a valid email address.

The screenshot displays the Minnesota Department of Commerce PowerClerk application interface. At the top, the Minnesota Department of Commerce logo is on the left, and the PowerClerk logo is on the right. A navigation bar below the logos contains links for Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. The user is logged in as Kim.havey@state.mn.us. The main content area shows a progress bar with four steps: Project Components, Paperwork Record, Electronic Signatures (the current step), and Submit Notice of Completion. Below the progress bar, the title "Notice of Completion" is followed by "Made in Minnesota PV Production Incentive (MIM14-00001)". A yellow warning box states: "Each document to be electronically signed must be previewed before its signature request can be sent out. The preview may take a few seconds to open. Please note that in order to preview the document the popup blocker for your browser must be set to allow popups from powerclerk.com." Below this, a section titled "E-Signature Requests Pending" contains a "Notice of Completion Form (PV)" with a "Preview Needed" status and a "Preview" button. The form lists the following details:   
Installer: MN Solar Generic (John Smith), Installer must have a valid email address   
Payee: Shiny Solar (Mary Jones), mary@cleanpower.com   
Applicant: Shiny Solar (Mary Jones), kim.havey@state.mn.us   
System Owner: Shiny Solar (Mary Jones), mary@cleanpower.com   
Host Customer: Shiny Solar (Mary Jones), kim.havey@state.mn.us   
At the bottom of the form, there is a checkbox labeled "I have reviewed the documents above and they are ready to be sent for E-Signature." and a "Request Signatures" button. Navigation buttons for "Back" and "Next" are located at the bottom of the form area. The footer of the application shows the Clean Power Research logo and copyright information for 2014, along with social media icons for LinkedIn, Twitter, and RSS.

**Fig. 16. Electronic Signatures**

| <b>Made in Minnesota PV Production Incentive Notice of Completion</b> |   |
|---|---|
| Program Administrator   | Minnesota Department of Commerce Division of Energy Resources |
| Application Number  | MIM14-00001   |
| Preparation Date  | 12/30/2014  |
| <b>HOST CUSTOMER</b>  |   |
| Company Name  | Shiny Solar   |
| Contact Person Name   | Mary Jones  |
| Mailing Address   | 134 first st  |
| City, State, Zip  | St. Paul, MN 55101  |
| Email   | kim.havey@state.mn.us   |
| Business Phone  | (321) 321-3213  |
| <b>SYSTEM OWNER</b>   |   |
| Company Name  | Shiny Solar   |
| Contact Person Name   | Mary Jones  |
| Mailing Address   | 134 First Street  |
| City, State, Zip  | Saint Paul, MN 55101  |
| Email   | mary@cleanpower.com   |
| Business Phone  | (321) 321-3213  |
| <b>PAYEE</b>  |   |
| Company Name  | Shiny Solar   |
| Contact Person Name   | Mary Jones  |
| Mailing Address   | 134 First street  |
| City, State, Zip  | Saint Paul, MN 55101  |
| Email   | mary@cleanpower.com   |
| Business Phone  | (321) 321-3213  |
| <b>APPLICANT</b>  |   |
| Company Name  | Shiny Solar   |
| Contact Person Name   | Mary Jones  |
| Mailing Address   |   |
| City, State, Zip  |   |
| Email   | kim.havey@state.mn.us   |
| <b>SELLER</b>   |   |
| Company Name  | Kim Havey, LLC  |
| Contact Person Name   |   |
| Mailing Address   | 85 7th Place East Suite 500                                   |
| City, State, Zip  | St. Paul, MN 55101  |
| Email   |   |
| Business Phone  |   |
| <b>INSTALLER</b>  |   |
| Company Name  | Shiny Solar   |
| Contact Person Name   | Mary Jones  |
| Mailing Address   |   |
| City, State, Zip  |   |
| Email   | kim.havey@state.mn.us   |
| Business Phone  | (321) 321-3213  |



| PROJECT SITE INFORMATION |                    |              |         |
|--------------------------|--------------------|--------------|---------|
| Project Site             |                    |              |         |
| Site Address             | 134 first st       |              |         |
| City, State, Zip         | St. Paul, MN 55101 |              |         |
| Electric Utility Service |                    |              |         |
| Customer Account Number  | 123456             | Meter Number | 1213456 |

| EQUIPMENT INFORMATION   |              |
|---|--------------|
| System Summary  |              |
| System Nameplate (DC) Rating: 2.750 kW<br>System CEC-AC Rating: 2.384 kW<br>System CSI-AC Rating: 2.381 kW<br>Design Factor: 99.900%<br>Inverter: 1 Silicon Energy 5.3 kW (Model SiE 5300 (240V))<br>Module Array: 10 Silicon Energy 275W (Model SiE-V-275) Tilt: 35 Azimuth: 180<br>Monthly Shading Factor: 100% |              |
| System Nameplate Rating   |              |
|   | 2.75 kW-DC   |
| CEC-AC System Rating  |              |
|   | 2.384 kW-AC  |
| Energy Production   |              |
| Estimated Annual Energy Production  | 3,357 kWh/yr |

| PROJECT INCENTIVE CALCULATION      |  |  |
|------------------------------------|--|--|
| Incentive Rate                     | \$0.34 per kWh   |  |
| Design Factor                      | 99.9%  |  |
| Incentive Type                     | 10-year PBI Incentive  |  |
| Incentive Details                  | 2014 Incentive Rate for PV module 'Silicon Energy 275W (Model SiE-V-275)',<br>Residential system: \$0.34/kWh<br>Estimated Annual Incentive Amount: Incentive Rate x Estimated Annual Production<br>$\$0.34 \times 3,357 \text{ kWh} = \$1,141.38/\text{yr}$<br>Estimated Total Incentive Amount: Estimated Annual Incentive x 10 years<br>$\$1,141.38 \times 10 \text{ years} = \$11,413.80$ |  |
| Estimated 10 Year Incentive        | \$11,413.80  |  |
| Total System Cost before Incentive | \$17,350.00  |  |

**Please Note:** The estimated energy production and incentive payments on this application summary page are estimates only. Please refer to the energy estimates from your solar professional or module manufacturer for expected energy production for your actual product installed at your installation location. The MIM incentive will be paid based on the actual amount of energy produced from your system.

Pursuant to Minnesota Statute 216C.414, subd. 5, all renewable energy credits associated with the energy provided to the utility for which the applicant is receiving an incentive payment under the Made in Minnesota program belong to the utility. Once the system owner ceases receiving MiM incentive payments under this program (after 10 years), all renewable energy credits belong to the system owner.



**SIGNATURES**

I declare under penalty of perjury that the PV project described in this Notice of Completion has been installed and is producing energy and that all information contain in this document is true and correct.

In addition, I certify under penalty of perjury that installation and financing agreements as well as system costs including modules, inverters, labor, permits and other costs submitted as part of this application meet the definition of "Trade Secret Information" under Minnesota Statutes section 13.37 subdivision 1(b).

| Host Customer |             |
|---------------|-------------|
| Name          | Mary Jones  |
| Company       | Shiny Solar |
| Signature     |             |
| Date          |             |
| Applicant     |             |
| Name          | Mary Jones  |
| Company       | Shiny Solar |
| Signature     |             |
| Date          |             |
| Installer     |             |
| Name          | Mary Jones  |
| Company       | Shiny Solar |
| Signature     |             |
| Date          |             |
| System Owner  |             |
| Name          | Mary Jones  |
| Company       | Shiny Solar |
| Signature     |             |
| Date          |             |
| Payee         |             |
| Name          | Mary Jones  |
| Company       | Shiny Solar |
| Signature     |             |
| Date          |             |

**Fig. 17.** Notice of Completion Form

## Submit Application Page

The final step is the **Submit Notice of Completion** page, shown in **Fig. 18**, which contains a Submit button to allow submission of the online Incentive Claim form. If any required information has not been completed, the Submit button is disabled and information about the missing required information is displayed on this page.

The screenshot shows the 'Submit Notice of Completion' page in the PowerClerk system. The header includes the Minnesota Department of Commerce logo and the PowerClerk logo. A navigation bar at the top lists various menu items: Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. Below this, a progress bar indicates the current step: 'Submit Notice of Completion'. The main content area is titled 'Notice of Completion' and includes the text 'Made in Minnesota PV Production Incentive (MIM14-00001)'. A box lists the following sections that must be completed before the application can proceed:

- Paperwork Record** : This application is missing the following required paperwork:
  - o Signed Customer Installation Agreement
  - o Signed Utility Interconnection Agreement
  - o Photo of Completed Project (PDF)
  - o Final Invoice (marked paid with cost breakdown of modules, inverters, labor, permits, all other costs, total)
- Electronic Signatures** : At least one document marked for electronic signature has not been sent. Please review the Electronic Signatures tab to see the current status of each document.

At the bottom of the box are two buttons: 'Back' and 'Submit Incentive Claim'.

The footer of the page includes the Clean Power Research logo and the text '© 2014 Clean Power Research' along with social media icons for LinkedIn, Twitter, and Facebook.

**Fig. 18.** Notice of Completion Form Submission

## What Happens after the Notice of Completion is Submitted?

After initial submission of the Notice of Completion, program administrators review the documents for completeness. If any information is not complete the administrator will send an email request for updated information. Applicants will then need to go back to the notice of completion and upload the updated information. Upon approval of the Notice of Completion the host customer/system owner/payee is approved to receive all production based incentive (PBI) payments or in the case of solar thermal installations a one-time 25% of installed cost rebate. PBIs are paid annually to the payee on record no later than July 1<sup>st</sup> based on the kWh of production from the system. Each utility is required to track the production and submit a report to the Department of Commerce no later than March 1<sup>st</sup> of each year. PBI payments will be made for a full 10 years of production from the date the production meter is installed and the system is turned on.

Solar thermal rebates will be paid to the payee on record within 60 days of the approval of the Notice of Completion. No ongoing energy tracking or production metering is required.

At any time applicants are able to see any submitted applications in the main incentive application list including their current status. A "View" link is also available that brings up a single-page, non-editable summary of the incentive application.

For more program information, please see the [Made in Minnesota Solar Incentive Program](#) website.